

Class Code 4501/Exempt
Position Title Manager
Working Area Fleet
Effective Date October 1, 2002



JOB DESCRIPTION

Scope

High-level administrative and supervisory work managing the fleet services program as well as contract monitoring.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Supervise fleet services staff and program. Analyze, evaluate and monitor the fleet contract for services. Coordinate fleet services between vendors and internal and external customers. Prepare and be accountable for annual budget and charge-back system. Reconcile and classify recording of receipts, disbursements; handle purchase requisitions; monitor expenditures and track balances from budget. Oversee vehicle warranty requirements and repairs. Administer documentation and status reports; responsible for record and file maintenance. Develop preventive maintenance schedules and insure adherence to schedules.

Minimum Qualifications

Knowledge and Skills

Vehicle and heavy equipment repair and maintenance needs. Read and maintain technical information relating to writing and preparing rolling stock specifications.

Organize and prepare financial and fiscal projections, reports, and spreadsheets. Establish and maintain effective working relationships with supervisors, subordinates and the general public. Communicate well orally and in writing. Communicate needs and react calmly and decisively in emergency situations. Supervise others effectively and work with all levels of the organization and the general public. Work independently to ensure that the assigned workforce achieves accurate and timely results. Analyze assigned functions and operations; make recommendations for efficient and economically sound operating methods. Compile and analyze financial and other quantitative data.

Education

Bachelor's Degree in Public Administration, Business Administration, or a closely related field with three (3) years experience in Fleet Management operations and supervision. *A comparable amount of education, training, or experience may be substituted.*

Must possess and maintain a valid Florida Driver's License.

Working Conditions

The working environment for this position is typically a general office setting. Most duties are performed sitting at a desk or table. On occasion this position may stand for prolonged periods of time while working in the field.